

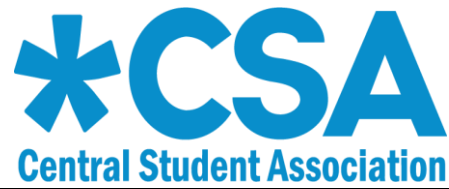
AGENDA
Board of Directors Meeting # 8
January 15, 2020 – 6:00 pm – UC 442



8.0. Call to Order	
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8.13. Announcements	
8.14. In Camera Session	
8.15. Adjournment	

Motion

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Item 8.2.1. Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting on January 15, 2020, be approved as printed and distributed

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To reorder the agenda so that **Item 8.9: CSA Service Update (SafeWalk)** follows **Item 8.4.1: Introductions and Pronouns**

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To reorder the agenda so that **Item 8.11.1 (CSA General Election)** follows **Item 8.4.1: Introductions and Pronouns**

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To add the following item(s):

Moved:

Seconded:

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on January 15, 2020, be approved as amended:

- To reorder the agenda so that **Item 8.9: CSA Service Update (SafeWalk)** and **Item 8.11.1 (CSA General Election)** follow **Item 8.4.1: Introductions and Pronouns**;
- To add the following item(s):

Motion

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Item 8.3.1.

Student Senate Caucus Representative

MOTION: That **Michael Pacheco** be ratified as the Student Senate Caucus representative on the CSA Board of Directors, effective immediately.

Moved:

Seconded:

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Members Present: Daniah Al-Naseri, Jena Lee Ashley, Victoria Bali (Item 7.3.2), Molly Brenzel, Emily Bruce, Anna Canella, Briana Green-Ince, Sumana Gupta Jessica Krawitz, Anthony Lenarduzzi, Emmy Luo (left at 7:15 pm, returned at 7:38 pm), Josh Moran, Kathleen Nolan, Daniel Ofori-Darko, Ariel Oleynikov, Matteo Raso, Zachary Rucchin (Item 7.3.1), Lolita Shallouf, Cameron Stotts

Regrets: Simonne Clout, Jamie Gibson (Item 7.3.3), Nicole Johnston (Item 7.3.2)
Absent: Alan Negrin, Blakeney Smith

Executive Present: Claudia Idzik, Lindsey Fletcher, Horeen Hassan
Regrets: Dena Van de Coevering

Chair: Cameron Olesen
Policy & Transition Manager: Earl Evans
Scribe: Sarah Dias

Guests: Lee Anne Clarke, Maggy Watson

Overview of Motions

7.2.1. Approve the Agenda

MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as amended:

- To reorder the agenda so that Item 7.9: CSA Service Update follows Item 7.4.1: Introductions and Pronouns.

Motion as amended carried

7.3.1. Lang Students' Association

MOTION: That **Zachary Rucchin** be ratified as the Lang Students' Association representative on the CSA Board of Directors, effective immediately.

Motion carried

7.3.2. Interhall Council

MOTION: That Nicole Johnston be de-ratified as the IHC representative on the CSA Board of Directors, effective immediately;

RESOLVED that **Victoria Bali** be ratified as the Interhall Council (IHC) representative on the CSA Board of Directors, effective immediately.

Motion carried

7.3.3. College of Social and Applied Human Services

MOTION: That Jamie Gibson be de-ratified as the CSAHS representative on the CSA Board of Directors, effective immediately.

Motion carried

7.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following meeting:

7.5.1. Board Meeting # 6 – November 6, 2019

Motion carried

7.6. Executive Committee Minutes

MOTION: That the Executive Committee Minutes be received as information for the following meetings:

7.6.1. Meeting # 20 – November 4, 2019

7.6.2. Meeting # 21 – November 11, 2019

7.6.3. Meeting # 22 – November 18, 2019

Motion carried

7.7. Executive Updates

MOTION: To receive the following Executive Updates as information:

7.7.1. President

7.7.2. VP Student Experience

7.7.3. VP Academic

7.7.4. VP External

Motion carried

7.9.1. Student Help & Advocacy Centre – Maggy Watson, SHAC Coordinator

MOTION: To receive the CSA Services Update on the Student Help & Advocacy Centre from Maggy Watson, SHAC Coordinator, at the CSA Board Meeting on November 27, 2019.

Motion carried

7.10.1. Appoint Hiring Committee – Chief Returning Officer

MOTION: To appoint a Hiring Committee for the position of Chief Returning Officer;

RESOLVED that Emmy Luo be appointed to this Hiring Committee.

Motion carried

7.10.2. Appoint Standing Referendum Committee

MOTION: To appoint a Standing Referendum Committee comprised of the Chief Returning Officer and at least two Directors;

RESOLVED that the following Directors be appointed to the Standing Referendum Committee:

- Anthony Lenarduzzi
- Kathleen Nolan

Motion carried

7.10.3. Appoint Members to CSA Clubs Tribunal

MOTION: To appoint the following Board Members to the CSA Clubs Tribunal for the 2019-2020 term:

- **Sumana Gupta**
- **Jessica Krawitz**

Motion carried

7.10.4. Hiring Committee Report – SHAC Asst Coordinator

MOTION: That the hiring of **Krista Bentley** as **SHAC Assistant Coordinator** be ratified for the remainder of the 2019-2020 term, as recommended by the Hiring Committee.

Motion carried

7.10.5. Policy & Bylaw Review Committee Minutes # 3 – November 21, 2019

MOTION: That the **Policy & Bylaw Review Committee** (PBRC) Minutes be approved for Meeting # 3 on November 21, 2019.

Motion carried

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7.10.6. PDR Committee # 4 Minutes – November 19, 2019

7.10.7. PDR Committee # 5 Minutes – November 20, 2019

MOTION: That the Petitions, Delegations and Representations (PDR) Committee Minutes be approved for the following meetings:

7.10.6. PDR Committee # 3 Minutes – November 19, 2019

7.10.7. PDR Committee # 4 Minutes – November 20, 2019

Motion carried

7.10.8. Auditor's Statements for the Year Ended April 30, 2019

MOTION: To receive the **Auditor's Statements for the Year Ended April 30, 2019**, as presented at the CSA Board Meeting on November 27, 2019.

Motion carried

7.10.9. Semi Annual Budget

MOTION: To receive the **CSA Semi-Annual Budget Report** to October 31, 2019, as presented at the CSA Board Meeting on November 27, 2019.

Motion carried

7.10.10. Finance Committee Recommendations

MOTION: That the CSA Office Renovation project, which includes renovations to the CSA Front Office, private offices, and Boardroom, specifically carpet replacement, paint, graphics, window film, replacement room signs, tackboard and window coverings, be approved with a project authorization total of \$35,450.

Motion carried

7.11.1. Appointment Process – College Rep Vacancies

MOTION: That the information regarding the Appointment Process – College Representative Vacancies be received for information at the CSA Board Meeting on November 27, 2019.

Motion carried

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7.11.2. Amendment to Policy Appendix A, Section 2.5: PDR

MOTION: That the amendments to Appendix A, Internal CSA Policy, Section 2.5: **Petitions, Delegations and Responsibilities (PDR) Committee** be approved as presented.

Motion carried

7.11.3. President's Notice – Annual General Meeting

MOTION: To receive the President's Notice for the CSA Annual General Meeting on February 12, 2020, as information.

Motion carried

7.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of November 27, 2019 at 8:12 pm.

Motion carried

Agenda # 7 – November 27, 2019

7.0. Call to Order

7.1. Land Acknowledgement

7.2. Adoption of the Agenda

7.2.1. Approve the Agenda

7.3. Ratifications and De-Ratifications

7.3.1. Lang Students' Association

7.3.2. Interhall Council

7.3.3. College of Social and Applied Human Services

7.4. Comments from the Chair

7.4.1. Introductions and Pronouns

7.5. Approval of Past Board Minutes

7.5.1. Meeting # 6 – November 6, 2019

7.6. Executive Committee Minutes

7.6.1. Meeting # 20 – November 4, 2019

7.6.2. Meeting # 21 – November 11, 2019

7.6.3. Meeting # 22 – November 18, 2019

7.7. Executive Updates

7.7.1. President

7.7.2. VP Student Experience

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- 7.7.3. VP Academic
 - 7.7.4. VP External
 - 7.8. Director Reports**
 - 7.9. CSA Services Update and Report**
 - 7.9.1. Student Help & Advocacy Centre – Maggy Watson, SHAC Coordinator
 - 7.10. Committee Updates and Reports**
 - 7.10.1. Appoint Hiring Committee – Chief Returning Officer
 - 7.10.2. Appoint Standing Referendum Committee
 - 7.10.3. Appoint Members to CSA Clubs Tribunal
 - 7.10.4. Hiring Committee Report – SHAC Asst Coordinator
 - 7.10.5. Policy & Bylaw Review Committee Minutes # 3 – November 21, 2019
 - 7.10.6. PDR Committee # 4 Minutes – November 19, 2019
 - 7.10.7. PDR Committee # 5 Minutes – November 20, 2019
 - 7.10.8. Auditor’s Statements for the Year Ended April 30, 2019 (Information)
 - 7.10.9. Semi Annual Budget (Information)
 - 7.10.10. Finance Committee Recommendations
 - 7.11. Business**
 - 7.11.1. Appointment Process – College Rep Vacancies (Information)
 - 7.11.2. Amendment to Policy Appendix A, Section 2.5: PDR
 - 7.11.3. President’s Notice – Annual General Meeting (February 12, 2020)
 - 7.12. New Business**
 - 7.12.1.
 - 7.13. Announcements**
 - 7.14. In Camera Session**
 - 7.15. Adjournment**
-

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7.0. Call to Order

Chair Cameron Oleson called the meeting to order at 6:30 pm.

7.1. Land Acknowledgement

Land Acknowledgement by Lolia Shallouf

In keeping with Indigenous protocols across Turtle Island, it is appropriate to acknowledge and pay respect to ancestral and traditional territories and local Indigenous communities. Acknowledging the territory on which we learn and work honours the relationship between the land and the Indigenous ancestors or stewards of the land.

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To be meaningful and respectful, a territorial acknowledgement needs to be intentional. This is a time to give thanks, consider our role in the stewardship of Mother Earth and in building relationships with Indigenous people and communities.

7.2. Adoption of the Agenda

7.2.1. Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as printed and distributed

Moved: Anna Canella
Seconded: Anthony Lenarduzzi

MOTION TO AMEND: To reorder the agenda so that **Item 7.9: CSA Service Update** follows **Item 7.4.1: Introductions and Pronouns**

Moved: Lindsey Fletcher, VP Academic
Seconded: Matteo Raso

Lindsey Fletcher: Maggy is here to present which is great. I just spoke to Lee Anne, she is going to come up later so it's fine with us keeping her where she is.

Vote on Motion to Amend
Motion carried

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as amended:

- To reorder the agenda so that Item 7.9: CSA Service Update follows Item 7.4.1: Introductions and Pronouns.

Vote on Motion as Amended
Motion carried

7.3. Ratifications and De-Ratifications

7.3.1. Lang Students' Association

WHEREAS the Lang Students' Association has informed the Policy & Transition Manager (PTM) that it has appointed a representative on the CSA Board of Directors;

MOTION: That **Zachary Rucchin** be ratified as the Lang Students' Association representative on the CSA Board of Directors, effective immediately.

Moved: Anthony Lenarduzzi
Seconded: Lolia Shallouf

Anthony Lenarduzzi: He's great.

Vote on Motion
Motion carried

7.3.2. Interhall Council

WHEREAS the Interhall Council (IHC) has informed the PTM of a change in CSA Board representation;

MOTION: That Nicole Johnston be de-ratified as the IHC representative on the CSA Board of Directors, effective immediately;

RESOLVED that **Victoria Bali** be ratified as the Interhall Council (IHC) representative on the CSA Board of Directors, effective immediately.

Moved: Ariel Oleynikov
Seconded: Cameron Stotts

Ariel Oleynikov: She is also great.

Vote on Motion
Motion carried

7.3.3. College of Social and Applied Human Services

WHEREAS the PTM has received an email resignation from an elected at-large representative of the College of Social and Applied Human Services (CSAHS);

MOTION: That Jamie Gibson be de-ratified as the CSAHS representative on the CSA Board of Directors, effective immediately.

Moved: Anna Canella
Seconded: Matteo Raso

Lindsey Fletcher: A friendly amendment: should say Human Sciences.
Chair: It doesn't need an amendment.

Vote on Motion
Motion carried

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7.4. Comments from the Chair

Chair: Good evening everyone, thank you for being here. I know we're starting later than usual. To speak to the training earlier, anything being discussed in public meetings is fair game; anything discussed in an in-camera session is a closed session and is strictly confidential. Other than that, maybe things outside you need to keep confidential, but in the meeting if it's public, it's okay. If it's in-camera, you do not discuss. That is against the interest of the CSA, that's when someone stands to gain momentarily; nobody should be profiting off the CSA. That being said, as always, please raise placards when voting, and raise hand to speak. Always speak clearly and project, to have better discussion and better minutes.

7.4.1. Introductions and Pronouns

Those present introduced themselves and stated the pronouns they wish to use.

7.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following meeting:

7.5.1. Board Meeting # 6 – November 6, 2019

Moved: Anthony Lenarduzzi

Seconded: Kathleen Nolan

Sumana Gupta: I would like to make amendment to the PBRC membership.

Chair: It is not the time for that now; further in the meeting when announcements.

Vote on Motion

Motion carried

7.6. Executive Committee Minutes

MOTION: That the Executive Committee Minutes be received as information for the following meetings:

7.6.1. Meeting # 20 – November 4, 2019

7.6.2. Meeting # 21 – November 11, 2019

Cameron Stotts: I direct everyone's attention to page 33 and I'll read aloud: "I'll be working on the Promo one because her probation period is coming up in November. The other core staff won't be getting evaluated this time around because they all have a lot on their plate..." I know the President is not here so won't be able to speak of why core staff isn't being evaluated. My concern is being on the Board, we are not informed on day-to-day workings on the CSA, but for us to make decisions,

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we should know how core staff and CSA are working together. I feel it's a bit unfair, that certain people are being evaluated and certain people are not. Core staff are doing great and I think they continue to. But I think they should be made a priority. I want the President to express in detail why they are not being evaluated at this time.

7.6.3. Meeting # 22 – November 18, 2019

Moved: Kathleen Nolan

Seconded: Brian Green-Ince

Vote on Motion

Motion carried

7.7. Executive Updates

7.7.1. President

Dena Van de Coevering: Absent

7.7.2. VP Student Experience

Claudia Idzik: Hi everyone. I want to highlight: Friday, December 6, Tim Baker is playing at War Mem. There hasn't been a concert there for 15 years! On December 9, we are hosting ice cream chilling in the library. So head out for ice cream, more info in my report. Grad week is coming up in April, last lecture applications are sent out. If you're interested in last lecture, reach out to me. Study space is booked in the UC basement, good place to go if cannot find anywhere else.

7.7.3. VP Academic

Lindsey Fletcher: Hi everyone. I want to highlight from my report, Senate meeting held Monday. Things went well from my perspective, teaching approved and gender neutral. Art in the Bullring was a success; it's amazing to see all the art submitted and excited to have five pieces there throughout the year. Financial lit fair, thank you to VP External, great to talk to students on changes. Teaching excellence, I have forms here, would love for you to nominate at least one of your profs but welcome to do more than one.

7.7.4. VP External

Horeen Hassan: Hi everyone, as you probably noticed, there is no Board report from me, so I will be giving you a oral report. If anyone wants a hard copy, let me know and I'll bring it over to you. Nice to see you folks around the table after three weeks. Lots to update. Most exciting, we the students won the CSF and YFS (York Federation of Students) challenge. On November 1, the court said it was unlawful, the court recognized the long history with independent student unions.

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This is a huge win for students all across Canada, CSF National that took them to court. One major project, super excited to work on, started already, I would like to form a Guelph Environmental Justice Coalition. There are so many environmental groups in Guelph, but everyone works alone, there could be more info and resource sharing. On November 29, three major events: climate strike is hosting dt 12-2, buy nothing day that day and divest day that day. Build a coalition, so that we don't need to divide people, where people need to decide what events they want to go to. To bring people together, same goals, environmental justice. Guelph Wellington Water mandate was discussed. Green New Deal planning committee met November 17 to discuss how to bring more people into the movement. Local affairs, looking into the next President of the University of Guelph. Pleased to see great points come up, what values students have and what they were looking for. I've done all staff evaluations for the FoodBank and Bike Centre. I attended Literacy Fair with Lindsey, great to hear from students, hear how OSAP cuts etc. have impacted them. Campaigns, WeTheStudents is one of the biggest for CSA but across Ontario, United for Equity is the campaign that challenges. We need to campaign around that more. In many ways, there is oppression, lacking fairness for international students. I have been in contact with international students about some concerns in post secondary experiences. I brought Anna Canella. The meeting was a step in the right direction. I am working with the Muslim Student Association. CSA national, I just got back from the airport a few hours ago, a lot of motions, workshops. If you have any questions, you can ask me; if you want to read the motions, feel free to ask me.

Cameron Stotts: Is the court challenge a done deal? Could it change, that cuts are still coming? Or next semester?

Horeen Hassan: Basically, the divisional courts ruled unanimously that what the province was doing was unlawful, so they advised that universities and colleges revert back to collecting fees in full. So U of T has closed their portal so nobody can opt out, so have to pay the full fee. Lawyers and the court have advised to revert back, up to the university if they want to wait for an appeal. The government can appeal the decision, but arguments are weak given how they acted in court, that is hinted by the court. I am optimistic, a lot of really great organizations, do great work, so I hope the university can revert back.

Anna Canella: Since it was unlawful, do they have to refund or just start again?

Horeen Hassan: Since my understanding, given at that time, it was technically legal, we cannot go back and ask for those funds; that would also be on the students. Are we going to go back to students, ok give us extra funds you opted out of? I don't think that is the best idea.

MOTION: To extend speaking rights on this motion for five minutes.

Moved: Daniel Oforio-Darko

Seconded: Matteo Raso

Vote on Motion
Motion carried

MOTION: That the following Executive Updates be received as information:

- 7.7.1 President
- 7.7.2 VP Student Experience
- 7.7.3. VP Academic
- 7.7.4. VP External

Moved: Brian Green-ince
Seconded: Zachary Rucchini

Vote on Motion
Motion carried

7.8. Director Reports

Anna Canella: Will be attending tomorrow, just an update that I did see one meeting, so hopefully I will be able to attend.

Emily Bruce: Sat on SHAC hiring committee.

Ariel Oleynikov: Now Vice Chair of PBRC, more on that later.

Anthony Lenarduzzi: Campaign going great, close to \$6000.

Josh Moran: Sat in on CAPCOM, great conversation, look forward to more.

Lolia Shallouf: On PDR and Finance, lots of work but exciting.

Daniah Al-Naseri: Sat on CAPCOM and PDR, was great.

Jena Lee Ashley: Attended meeting with Horeen, was fun, great time.

7.9. CSA Services Updates and Reports

7.9.1. Student Help & Advocacy Centre – Maggy Watson, SHAC Coordinator

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: To extend speaking rights to the SHAC Coordinator.

Moved: Ariel Oleynikov
Seconded: Cameron Stotts

Vote on Motion
Motion carried

Hi everyone, my name is Maggy. SHAC is a student run, legal and referral centre, so we are all students with the exception of the lawyers. What does that mean?

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Legal info and advice are very different, I will explain later. As a referral centre, we want to help them refer to elsewhere. We are empowering students to help themselves rather than just do it for you. SHAC runs on dropping in. But we can book appointments. Sara and I are happy to book appointments. We assist in three ways. SHAC is kitty-cornered to the CSA office, we keep everything there. Students speak to no one other than the person that greets them. They can grab their info and leave, or they can talk to people; that's where our people come in. Our training is long and tedious, they practise at the beginning and have to practise again after the break. So we have things like CLEO, and they read legislation. Because none of us have been called to the bar, we cannot give legal advice, but we give legal information, many options. In the document they get back, FILAC, one of the conclusions may be: do nothing. This is just saying we are not lawyers so we aren't being biased. We cannot give advice.

When stressed out, students do not have to remember all the information. That's where we spend most of our time, but sometimes there are quick questions. Something else I want to highlight, very useful and makes SHAC unique, we are interdisciplinary, not just one area. We can help them with mental health, with a landlord, etc. We pride ourselves that we are interdisciplinary; we don't have to run around to find things. We also have free lawyers. If you calculate if students spend two minutes with a lawyer, their CSA fee is already used from the services we provide. Many students would not qualify to see a free lawyer elsewhere; we provide extra steps that students cannot. We never let people leave the office with I don't know. We have our own email account set up with CSA, only managed by paid, trained employees. So we can follow up with students when we do not always have the answer. If we do not have the information, we will get it back to them in 48 hrs. That's how we work. That's is it for me, if anyone has any questions.

MOTION: To receive the CSA Services Update on the Student Help & Advocacy Centre from Maggy Watson, SHAC Coordinator, at the CSA Board Meeting on November 27, 2019.

Moved: Anthony Lenarduzzi

Seconded: Ariel Oleynikov

Vote on Motion

Motion carried

7.10. Committee Updates and Reports

7.10.1. Appoint Hiring Committee – Chief Returning Officer

MOTION: To appoint a Hiring Committee for the position of Chief Returning Officer;

RESOLVED that *one Board member* be appointed to this Hiring Committee.

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Moved: Claudia Idzik, VP Student Experience
Seconded: Lindsey Fletcher, VP Academic

Claudia Idzik: We don't have a CRO, but we need one.
Emmy Luo: I volunteer to sit on the hiring committee.

MOTION: To appoint a Hiring Committee for the position of Chief Returning Officer;

RESOLVED that **Emmy Luo** be appointed to this Hiring Committee.

Vote on Motion
Motion carried

7.10.2. Appoint Standing Referendum Committee

WHEREAS Policy Manual Appendix G, **CSA Electoral**, Section 7.0, states that a Standing Referendum Committee shall be formed upon the submission or knowledge of a forthcoming referendum question submission;

WHEREAS the Policy & Transition Officer has been approached about a possible submission of a referendum question;

MOTION: To appoint a Standing Referendum Committee comprised of the Chief Returning Officer and at least two Directors;

RESOLVED that the following Directors be appointed to the Standing Referendum Committee:

- Anthony Lenarduzzi
- Kathleen Nolan

Moved: Emmy Luo
Seconded: Lolia Shallouf

Vote on Motion
Motion carried

7.10.3. Appoint Members to CSA Clubs Tribunal

WHEREAS Policy Appendix F: Clubs Handbook, Clause 4.3.2, states that the CSA Clubs Tribunal will be composed of the Vice President Student Experience and two Board members to be selected by the Board of Directors;

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MOTION: To appoint the following Board Members to the CSA Clubs Tribunal for the 2019-2020 term:

- **Sumana Gupta**
- **Jessica Krawitz**

Moved: Sumana Gupta

Seconded: Molly Brenzel

Sumana Gupta: I would like to volunteer.

Jessica Krawitz: I would like to volunteer.

Kathleen Nolan: I am wondering if some member can give information?

Claudia Idzik: For clubs admin, we need to go through what Thibeca provides, the list of clubs need to be accredited. If clubs break policy, it can be real fun.

Vote on Motion

Motion carried

7.10.4. Hiring Committee Report – SHAC Asst Coordinator

MOTION: That the hiring of **Krista Bentley** as **SHAC Assistant Coordinator** be ratified for the remainder of the 2019-2020 term, as recommended by the Hiring Committee.

Moved: Lindsey Fletcher, VP Academic

Seconded: Emily Bruce

Lindsey Fletcher: As you can see, we have a candidate to be ratified.

Vote on Motion

Motion carried

7.10.5. Policy & Bylaw Review Committee Minutes # 3 – November 21, 2019

MOTION: That the **Policy & Bylaw Review Committee** (PBRC) Minutes be approved for Meeting # 3 on November 21, 2019.

Moved: Lolita Shallouf

Seconded: Kathleen Nolan

Earl: Maybe members can let me know their class schedules, in order to find the best dates for PBRC meetings.

Vote on Motion

Motion carried

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7.10.6. PDR Committee # 4 Minutes – November 19, 2019

7.10.7. PDR Committee # 5 Minutes – November 20, 2019

MOTION: That the Petitions, Delegations and Representations (PDR) Committee Minutes be approved for the following meetings:

7.10.6. PDR Committee # 3 Minutes – November 19, 2019

7.10.7. PDR Committee # 4 Minutes – November 20, 2019

Moved: Daniel Oforio-Darko

Seconded: Jessica Krawitz

Anthony Lenarduzzi: Point of Information: are we allowed to approve minutes we were not on?

Chair: Yes, there is no problem there.

Anna Canella: Quick question, there was a conclusion to email for clarification and following meeting, there was no reply to that email.

Claudia Idzik: The President can answer that. Follow up with her or I can send her an email.

Anthony Lenarduzzi: I don't think they answered us, we're hosting an event at someone's house. It didn't make sense, when they realized it was off, they didn't want to continue.

Vote on Motion

Motion carried

7.10.8. Auditor's Statements for the Year Ended April 30, 2019

MOTION: To extend speaking rights to the Business Manager.

Moved: Lindsey Fletcher, VP Academic

Seconded: Anna Canella

Vote on Motion

Motion carried

Lee Anne Clarke: Thank you. Good evening Directors. Many of you know CSA is required to have an audit. It begins in late June, information is gathered and reviewed over the summer. We received the final report on October 23. It is reviewed by the Finance Committee, submitted to you, then finally the report goes to the AGM. I would like to review the qualified opinion letter. Earl has a highlighted one that will speed things along. The first thing is their opinion letter. I want to go over a few things. It looks kind of odd, but I'd like to highlight and read through the first paragraph...

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“...As at April 30, 2019, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. In our opinion... the accompanying financial statements present fairly ...the financial position of the Association as at April 30, 2019, and its results of operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations”.

MOTION: To receive the **Auditor’s Statements for the Year Ended April 30, 2019**, as presented at the CSA Board Meeting on November 27, 2019.

Moved: Kathleen Nolan

Seconded: Daniel Ofori-Darko

Vote on Motion

Motion carried

7.10.9. Semi-Annual Budget

MOTION: To receive the **CSA Semi-Annual Budget Report** to October 31, 2019, as presented at the CSA Board Meeting on November 27, 2019.

Moved: Emily Bruce

Seconded: Briana Green-Ince

Lee Anne Clarke: Your agenda includes the semi-annual budget report. The first page is a summary of each portfolio showing revenue, expenses and balance. Following the summary, there are more details on each portfolio.

MOTION: To extend speaking time by two minutes.

Moved: Kathleen Nolan

Seconded: Matteo Raso

Vote on Motion

Motion carried

Anna Canella: SafeWalk, there is a revenue of \$4,000 opposed to last year as \$9,000. Why is it lower, since SafeWalk wasn’t an opt-out fee, so revenue should be the same?

Lee Anne Clarke: That is out of our own money, we knew what was coming so we could lower what was coming, backfill it even more. Does that make sense?

Anna Canella: Yes. Another question. For FoodBank, for the Graduate Student Association, do they personally collect money and then help us, or are they not supporting at all?

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Leanne Clarke: They pay the exact same amount. They have less than 3,000 students, they contribute \$16-17,000 for the year. There is a disparity, never close it, but looking for support, hoping for \$5,000.

Vote on Motion
Motion carried

7.10.10. Finance Committee Recommendation

WHEREAS the Front Office is the main hub of activity for the Central Student Association;

WHEREAS the Front Office staff strive to make the office a welcoming, friendly space to which students wish to return;

WHEREAS updating and redesigning the office to reflect the branding and promotional scheme of the CSA will support a cohesive look for our services and programs, present ourselves more appropriately to students and further connect CSA services, programs and representation to one central space;

MOTION: That the CSA Office Renovation project, which includes renovations to the CSA Front Office, private offices, and Boardroom, specifically carpet replacement, paint, graphics, window film, replacement room signs, tackboard and window coverings, be approved with a project authorization total of \$35,450.

Moved: Lolita Shallouf

Seconded: Jessica Krawitz

Lolita Shallouf: This is really good for the CSA. The entire clubs hallway got renovated, but CSA didn't, but I think it should evolve, so more students will pay attention.

MOTION: To extend speaking rights to the Business Manager.

Moved: Claudia Idzik

Seconded: Anna Canella

Vote on Motion
Motion carried

Discussion on Renovation Project:

Lee Anne Clarke: As mentioned, this is the document to make a decision about the new renovation project for the CSA front office. It gives you the background to the question, can we afford it. There is the \$1 million members equity fund at the

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end of April. When we exclude the commitments, a balance remains for new initiatives and projects. The balance of the surplus from which this project would be funded is \$95,622 available. Photos are available to show you the type of design we are planning.

Claudia Idzik: The decision is about the money going towards this. We can change details that do not affect the overall budget.

Cameron Stotts: When is this being done?

Lee Anne Clarke: As soon as the Board says yes or no, immediately, in the project they do it all at night, so no interruptions

Vote on Motion re Renovation Project
Motion carried

7.11. Business

7.11.1. Appointment Process – College Rep Vacancies

MOTION: That the information regarding the **Appointment Process – College Representative Vacancies** be received for information at the CSA Board Meeting on November 27, 2019.

Moved: Ariel Olenykov

Seconded: Kathleen Nolan

PTM: As you recall from two meetings ago, the Board approved the idea of following through after the by-election, to appoint within five vacancies, one for Lang, two for OAC and two for the Vet College. We did our best to promote those opportunities, but unfortunately had no applications, so the vacancies remain.

Vote on Motion
Motion carried

7.11.2. Amendment to Policy Appendix A, Section 2.5: Petition, Delegations and Responsibilities (PDR) Committee

MOTION: That the amendments to Appendix A, Internal CSA Policy, Section 2.5: **Petitions, Delegations and Responsibilities (PDR) Committee** be approved as presented.

Moved: Lolia Shallouf

Seconded: Brian Green-Ince

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Lolia Shallouf: I'd like to point out that the changes made are just on recommendations given to us in the previous Board meeting.

Vote on Motion
Motion carried

7.11.3. President's Notice – Annual General Meeting (February 12, 2020)

MOTION: To receive the President's Notice for the CSA Annual General Meeting on February 12, 2020 as information.

Moved: Emmy Luo
Seconded: Anthony Lenarduzzi

Vote on Motion
Motion carried

7.12. New Business

7.13. Announcements

PTM: One thing to mention, CSA staff and Executive participated in the tractor pull. We were well-beaten in the first round but won the second time. We had an injury; one team member went away limping but we raised funds and we enjoyed the participation.

Claudia Idzik: 27 days since Halloween, got an email about someone from I-Heart-Beer; anyone interested, just let me know.

Horeen Hassan: Reminder, the climate strike is this Friday from 12 to 2 pm. If you want posters and a classroom talk to inspire and encourage peers, that would be great.

Lindsey Fletcher: Good luck on exams, have a safe and happy holiday.

Cameron Stotts: All my final take home exams are due within the last week of school. I only have one exam in the first week so I get to go home early and see my dog back in Ottawa!

Daniel Oforio-Darko: The Holiday Food Drive will take place on Monday the 2nd to Friday the 6th, love the poster Irene made. We will have bins in the UC and outside our office in the Science complex.

Victoria Bali: Interhall Council has changed the VP External position to a conference chair position. It is open to any undergrad student regardless if they live on campus or not. This position will plan our Winter Leadership Conference to get residence students more involved as well as gain more leadership skills. For more information, email ihcinter@uoguelph.ca.

Jessica Krawitz: Thanks for a great semester, really enjoyed it, and looking forward to next semester.

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Molly Brenzel: Thanks, good luck with exams. Smile and be with friends, very helpful.

Sumana Gupta: Thank you, and excited to join in, and good luck with exams.

Anna Canella: A bunch of assignments, spinning neurons, big presentation. Stress buster in our lounge, 5th floor, 4:30 pm to 6:30 pm. Come by if you want pizza, hang out, sleep, play board games.

Emily Bruce: Good luck with exams. Have a nice restful break.

Ariel Oleynikov: Looking for director of operations, please let me know.

Karaoke event went well. Build a band, put people in a band and have to make a song. New job, very stressed, good luck on exams.

Briana Green-Ince: Had talent show, biggest turnout, so many great performers, so much talent, everyone seemed to love it, next semester too. Also working on class project, and taking photos, using space to have discussion. Long time from now but still make it if you can, February 13, a few days before reading week. Last week, able to attend workshop with other students to make digital storytelling workshop, was really great and informative, nice to discuss and share a lot of personal stories.

Kathleen Nolan: I have a lot of exams, finals. Out in the fields doing environmental DNA sampling in Niagara. Other than that, just grinding through.

Matteo Raso: Just grinding through finals.

Zachary Rucchini: Great events for Movember, \$5,000 exciting, partnered with basketball games. Next week, we have some pictures with Santa, wish everyone a happy holiday season.

Anthony Lenarduzzi: 28 days until Christmas, think we're hosting yoga, may be stress buster, couldn't tell you any details. Survived with only getting one late penalty, proud of myself because school sucks.

Joshua Moran: Tractor pull was great. One tractor was a lot lighter than another, raised \$13,000 for food for kids, helps provide fresh produce and food for students who are food insecure. Exciting, have been sitting on development for undergrad degree, combo of animals, humans, and environment, a cool trio. Released two new episodes of podcast, but don't tell me about it: free trade agreements, and urban heat island. Been writing a lot, and semi formal pub tonight. Thanks again for great semester, wish you luck but luck isn't what you need.

Lolia Shallouf: Working on projecting my voice more, and good luck on exams.

Daniah Al-Naseri: One more lab, best of luck, it is luck, even if you don't get it, you'll get there eventually.

Jena Lee Ashley: Very stressed, lost 2,000 words in document, just a reminder to take care of yourself during exams.

Emmy Luo: Three more days before advent calendars, very exciting, happy holidays, and good luck on exams.

Chair: Thank you everyone.

7.14. *In Camera Session*

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7.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of November 27, 2019 at 8:12 pm.

Moved: Lindsey Fletcher, VP Academic
Seconded: Matteo Raso

Vote on Motion
Motion carried

Approved by the Board of Directors	Date: _____
Signed _____ Cameron Olesen Board Chair, 2019-2020	Date: _____
Signed _____ Earl Evans Policy and Transition Manager 2019-2020	Date: _____

MINUTES

Executive Committee Meeting # 23

December 2, 2019 – 11:00 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion Passed

Motion to Adjourn

Moved by: VPSE

Seconded by: VPA

Motion Passed

23.0. Call to Order

Meeting called to order at 11:05 am

23.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

23.2. Comments from the Chair

President: Welcome to meeting 23, and exam season. Welcome to the end of Fall 2019!

23.3. Executive Updates

23.3.1. President

President: No time off, but I will be in late on Wednesday as I am writing my exam.

Focus of the week – CRO hiring and interviews, this will take a large amount of time this week.

There is also a Transit Committee meeting near the end of the week, so more information to come around the tap-system, and to note, next year we are entering into contract negotiation.

We are also starting to prep for bus pass distribution.

I have started getting elections promo out, specifically working to focus on digital signage, as there is a long lead time required.

Also, there is the focus of prepping for the next Finance Committee meeting, which is at the end of next week.



23.3.2. Vice President Student Experience

VPSE: No time off.

Ice cream chilling is coming up on Monday, from 11 am-1:00 pm. We have PCH booked as extra student space for studying. We have the opportunity to do some pop-up stress busting if we wanted at these study spaces. This week, along with our Clubs Admin Coordinator, I am prepping for our first Clubs Tribunal meeting. Bullring event has been inquired about.

23.3.3. Vice President Academic

VPA: Time off but might be working some odd hours this week and next.

The remainder of this week is primarily dedicated to CAPCOM documents. I'll be taking that on more heavily these next few weeks to provide some research and information that the committee can review as light reading over their holidays, in advance of our Winter semester meetings. We're hoping to focus on student outreach over the Winter semester to gather data that will ideally lead to recommendations in the 2020-2021 term.

23.3.4. Vice President External

VPE is absent.

23.4. Unfinished Business

23.4.1. SCI

President: I don't think we've had an Executive meeting since the court case. From my understanding, it was deemed unlawful by the government. I also understand that it was also saying that the government can't do this, period. I haven't heard any response about whether they're submitting an appeal.

VPSE: I know that the appeal is due this Friday, December 6.

VPA: VPE had mentioned with the court case that yes, the government has the option to appeal, but the justice made strong emphasis that if it does go to legislature, there is strong grounds for a charter challenge.

President: At least we have a definite deadline. Ears to the ground! It may be appropriate to meet with Ray Darling, Registrar, to discuss options.

VPA: When I met with Ray two weeks ago, I had asked about getting a student rep on the committee. He said they only had one meeting left in the semester, so that they didn't want to add a student so late. They said they didn't want to meet on a regular basis, only when needed such as a glitch in the system. He motivated he didn't want to add a student so late in the semester especially when it was only a need-based meeting.

President: Have you met with him since the court decision was made?

VPA: I can check in with him to meet again, or you can in your email.

President: I'll check in with him.



VPA: On a positive side, VPSA at SLAM said that 50% less students went into the opt-out portal than last semester, so hopefully that means less opt-outs.

23.4.2. Check-Ins

ACTION: VPA to schedule check-ins for this week.

23.4.3. Days Off

President: A standing item to discuss time away, vacation.

23.4.4. Supervisory Duties

President: A congratulations to VPE and VPSE for completing the supervisory duties. It would be cool to check in with service staff and see how they're doing and how to enhance their experience.

VPA: I have a meeting with the SHAC coordinators this week as we could not find a time to meet all together last week.

President: Seeing that a portion of the permanent staff do not have updated job descriptions, it's difficult to complete proper evaluations. That being said, the next step is to update job descriptions so that it is fair across the board and everyone gets evaluated so that accountability is held. I also wanted to add that I will be dropping in with our service staff to say hello.

23.5. New Business

23.5.1. Goals Meeting

VPA: Wanting to follow up on this as we were unable to hold our goals meeting as scheduled. Will we be rescheduling? If so, I'd like to suggest meeting before the holidays to broadly discuss our individual and team goals, then again within the week we return in January to discuss tangibles.

President: Yes, depending on our schedules, we can reschedule it. I think it's popped up before but discussing a large-scale event that everyone has a part of in some capacity. Next week would be best. I like the sentiment of having the break to percolate and set up a plan to put these goals into action.

23.5.2. SR&R Committee Appointment

VPA: Since I was elected vice-chair of the Judicial Committee, I am now a non-voting resource person on the Student Rights and Responsibilities Committee. We have two CSA seats, one primary and one alternate, on the committee and meet 2 to 3 times per semester. VPE is currently the alternate, so I would like to chat with her about moving to the primary if she's interested. But regardless, we will need to appoint another CSA rep for SR&R.



VPSE: I'll take it.

President: I think it's now a conversation between VPSE and VPE for who the alternate will be.

23.5.3. Parking Update

VPSE: The VPE and I met with parking.

President: Do you think it's worth to have a public announcement about the steps that we took and the outcomes with parking?

VPSE: Absolutely, I think it's worth it.

23.5.4. IT Strategy Working Group

President: I got an email that says that we are a stakeholder in their IT Strategy meetings. We already have a representative, at this time it's a drop-in basis for discussions, so please let me know if you have anything to discuss and I can act as a representative.

23.6. Adjournment:

Moved by: VPSE

Seconded by: VPA

Motion Passed

Meeting adjourned at 11:55 am

ACTION: Claudia to social the teaching excellence awards.



MINUTES

Executive Committee Meeting # 24

December 9, 2019 – 3:30 pm

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

Motion Passed

Motion to Adjourn

Moved by: VPA

Seconded by: VPE

Motion Passed

24.0. Call to Order

Meeting called to order at 3:35 pm

24.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

24.2. Comments from the Chair

President: Last meeting of 2019!!

24.4. Executive Updates

24.4.1. President

President: No time off, I will also be in on Monday, December 16, with the Business Office to close out the month and the monthly operational needs of the CSA.

Great news – we've hired a CRO! The Board will be asked to ratify them at the next Board meeting.

We have elections promo being pulled together to get folks aware of the updated timeline. Finance Committee Report being prepared to highlight the conversation and what has been brought the Board thus far, about the audited statements and semi-annual report.

Also, I am very excited about this project – Executive transition! I am working closely with the PTM about planning this, and look forward to receiving ideas from you folks.

Also, on Tuesday, December 10 from 10 am to 12 pm in Peter Clark Hall (UC basement), Wing B (South), there is an IT feedback meeting, so that folks can provide input to CCS about how to improve.



Lastly, the weekly meeting with the UC digital signage committee meeting is happening this week too.

24.4.2. Vice President Student Experience

VPSE: Time off: I'm leaving you folks at 1 pm on our last day, the 13th.

Ice Cream Chillin was this morning and it was a nice way to cheer up students. As per VPE's request, I will mention it in my transition that using a cart to wheel around Ice Cream is a better interaction point than scooping in a room. Tim Baker was last Friday, thank you VPA for helping with the event. It was a sold out event and I cried a lot during his set. SafeWalk is now beginning the hiring process, so I am advertising that. We are making headway on the potential speaker and am looking forward to some potentially good news! I bought a bluetooth speaker for events that can be rented out to student clubs if they'd like to use it, it gets loud and has good quality sound. I've booked our first Coffee with the CSA meeting next semester, check your calendars if you haven't already. This week, I am starting some SLEF applications if we go through with them and wrapping up some stuff for Gryph to Grad.

24.4.3. Vice President Academic

VPA: No anticipated time off, but I will be leaving early Friday afternoon as I have an exam in the evening. I will be working Monday and perhaps some other days next week as the University is still operating so they are scheduling meetings.

This week, I'm wrapping up some end of semester projects, including reviewing the SHAC job descriptions and end of semester reports. Tomorrow I am meeting with the Registrar and representatives from Nimbus Tutoring. We also have our goals meeting and follow-up, staff festus, and some time to prep for winter semester. I'll be trying to hash out some ideas and develop plans to pursue in our final four months.

24.4.4. Vice President External

VPE: I'll be hosting a stress buster activity on December 10 with the CFS. We will be handing out exam stress kits, which will include some snacks, highlighters, and a little message to give students a little boost during this exam season. I've also met with ISO regarding the One World events and how we can engage more students and collaborate in the future to ensure the event is successful. The Racialized Constituency Group is also something I'm looking into forming and connecting different identity groups to come together to pool resources and share ideas about what they would like to see for racialized students across campus. I met with the Vice Provost of Student Affairs to chat about food security and a project she had in mind that she'd like students to put into action. I have no idea where this will go but is an interesting idea, none the less. In addition, a Bike Centre Coordinator has been hired for next semester and has begun their training with the current Bike Centre Coordinator.



24.5. Unfinished Business

24.5.1. SCI/CSA Awareness

President: Not heard any changes with the CFS case yet.

VPA: Carrie cancelled the Compulsory Fees Committee meeting mid-December and has rescheduled to early next semester. Hoping for an update at that meeting.

24.5.2. Check Ins

VPE to schedule Friday check in.

24.5.3. Supervisory Duties

No additional business at this time.

24.6. New Business

24.6.1. Upcoming Events first 2 weeks of January

VPSE: I just wanted to make note of some events we are taking part of the first two weeks of next semester since this is our last meeting together for the year, and the first two weeks will be a whirlwind with bus pass and elections. As a side note, I know we let the social media calendar slip a bit but January will be HEAVY with posts. Let's try and utilize it for at least January and the first two weeks of February.

January 9, 10, 13: Bus Pass

January 10: Grace Period ends

January 15: Board Meeting

January 16: Gryph to Grad Final Year Info Session- VPSE to give talk at both info sessions (morning and evening)

January 16: Meet the CSA at the Bullring

January 17: Elections Nominations open

24.6.2. Calm Space

VPSE: I've met with the Clubs Admin Coordinator (Thibeca) and the VPA to discuss the current Comfort Room we have in the Clubs Space. Thibeca relayed student concerns about the room to me, such as how it is being under-utilized due to some fears of being told to leave it for studying, not using it for comfort, and individuals staring at the students using the room. The VPA did a quick environmental scan of similar rooms at other academic institutions, and we pulled some ideas from those. We couldn't come up with a solution for students being stared at in the room, as the window is there for legal safety reasons. However, we came up with adding more wellness resources in the room, as well as activities targeted towards comfort and wellness. I reached out to Wellness to see if they have any posters to put up in the room in terms of resources and points on how to reflect, meditate, be mindful, and how to deal with anxiety/stress.



At GRCGED's Feminist Market this weekend, there was a trained and registered art therapist selling Wellness Kits, and I think those would be really great in the room. We also definitely need to update the wording on the big poster up in the room as it's more strict in nature than we would like, and we would like more inviting and welcoming language.

VPE: The best space that made me feel warm and fuzzy was the Bullring bathroom space, and I thought "wouldn't it be cool if we had a wall that we could write positive messaging on". It would be nice to have positive quotes on there. It could be called something other than a "comfort room" to try to get more students to utilize the space.

VPSE: We discussed changing the name to Calm Space rather than Comfort Room.

VPA: There may be some hesitation surrounding it due to negative messaging or hateful activity. It might require regular or constant monitoring which can add to administrative duties, although I like the idea and miss our graffiti wall.

President: The library had a 'Take what you need, give what you can' initiative that could be useful for this space.

24.6.3. SLEF Applications

VPSE: I wanted to put on our radar what applications we were thinking of applying for. I wanted to apply for a few thousand for our speaker. I also wanted to see if we can apply for some wellness kits from a local art therapist for our calm space, which would amount to about \$500 for 50. We also looked at the option of a light therapy lamp, which VPA can touch on.

President: Would there be risk of the lamp being stolen?

VPA: At UofT, they have their lamps secured to the desk, so that would be an option, or we could do an 'equipment sign out' like student housing does. Kat from Bullring has also asked that we submit a SLEF app for AitB to get new equipment to hang the winning art pieces. Talking with FAN about whether that can come from them and I'll support the preparation of the application.

VPE: Depending on how conversations go about One World, it may be useful to apply for funding.



24.6.4 Summer Board Meetings

President: This needs to be decided soon as it has to go in the Board package soon. Summer quorum in the past has been difficult to meet, even with it being reduced. This past year was the first year of no summer Board meetings, having to that for a second year can help the organization better understand the impacts of the changes. Operationally, preparing Board meetings is a time-consuming process for the PTM, and we could focus that work into policy work to bring our policies up to speed. Beyond that, even summer quorum is difficult to meet and out of our control. I see value in sending the Board monthly updates, so they are aware of what is happening during the semester. We do need to make a decision, and bring it to the Board to discuss.

VPE: I think it would save a lot of trouble if we didn't have them as a lot of people do leave and work full time in the summer. I honestly don't necessarily think they are necessary. Given that if you don't reach quorum and you put so much time into preparing the meetings, it's not worth it.

VPA: I was fine not having Board meetings, however a couple concerns I would like to raise is that we should have the Board review the Executive Empowerment policies, as well as some committee appointments. Some things I found difficult was that committees were not appointed until late September and early October. We haven't done it this year and I still think we should, but the timeline of the Executive Evaluation Committee starts with the first Board meeting of the summer. Just being mindful of the committee policies.

VPE: Maybe it would be good to have one or two Board meetings towards the end of the summer, as hiring committees sometimes meet and things feel like they are being left on hold. I do see value in having them but I also see it as a hassle.

President: This past summer, we were still able to call on some Board members during the summer, and we still had some backup plans with calling on Executive when there were no Board members available, so hiring was not inhibited.

VPE: It's also the democratic issue. When people are appointed to different committees, it is voted on. The democratic element is also significant as Board members are appointed to these committees. I'm neutral.

VPA: I'm fine with moving forward, but I think there needs to be more thought on how this can affect operations.



VPSE: I am okay with not having summer Board meetings. I do see the need to see how it affects operations, and I do see some trouble with approving things like large budgets for September events, as an example.

President: I feel as if we may need more conversation surrounding this, so percolate on it and we will come back to it.

24.6.5. Training Costs

VPA: I would like to take Mental Health First Aid Training. It is January 4/5 at Humber College and costs \$105, plus travel expenses (gas and parking). It would be about 350km of driving for the two days from/to Guelph, which would use just over half a tank of gas so maybe \$30. I am wondering if we could pay for me to attend out of the exec training budget as I believe it is applicable to my role in supporting students, particularly those who seek support from myself and SHAC.

Motion to grant the Vice President Academic \$100 plus travel expenses for a maximum of \$150 total out of the Executive Training Budget to attend Mental Health First Aid Training.

Motion: President

Seconded: VPE

Noted abstention from VPA.

VPSE: In addition, there is Mental Health First Aid Training and Applied Suicide Intervention Skills Training (ASIST) that I would like to attend, as Mental Health falls under my portfolio. The first day of MHFAT is January 17 and the second is January 24.

Motion to grant the Vice President Student Experience \$200 for Mental Health First Aid Training.

Motion: VPA

Seconded: VPE

24.7. Adjournment:

Moved by: VPA

Seconded by: VPE

Motion Passed

Meeting adjourned at 4:52 pm



MINUTES

Executive Committee Meeting # 25

January 7, 2020 – 12:45 pm

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion Passed

Motion to Adjourn

Moved by: VPE

Seconded by: VPA

Motion Passed

25.0. Call to Order

Meeting called to order at 1:07 pm

25.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

25.2. Comments from the Chair

Pres: First meeting of Winter 2020! Super exciting!

25.4. Executive Updates

25.4.1. President

Pres: Welcome back folks! I'm looking forward to an exciting and very involved last term! Currently, no time off for the next foreseeable period.

My focus this week – bus pass! With Guelph Transit making strides to move to a tap system with student cards, there will be a switch to no more sticker distribution. This system is NOT in place yet, and it is still very important to use the W20 sticker while the system is put in place. All going well, this could be our last bus pass sticker distribution period.

My second focus – reports! Including my Executive Board update, Finance Committee report and PDR report, to bring the Board up to speed with those areas.

Beyond those two main focuses, the **W20 General Elections** nomination period begins in 10 days! I strongly encourage you to continue to connect with students that have a passion to represent our students. I refer to transition in our agenda.



I have standing meetings that I will be participating in – UC Digital Signage, President’s Council, SEC (will be prompting election here). A light meeting week, but heavy with bus pass and reports!

25.4.2. Vice President Student Experience

VPSE: Time off: None

The next three weeks are intensely busy for me between the SLEF applications, completing all the tasks for the AGM and elections, prepping for the first Sexy Bingo, prepping for the Gryph to Grad Info sessions on the 16th, Clubs General is on January 20 from 4:00 pm -7:00 pm. The Homecoming plans are the busiest right now as everything needs to be confirmed this and next month, and I’m on a lot of working groups re: entertainment for Homecoming, so I’ll be working on some of those tasks as well and I have maybe 4 or 5 meetings regarding homecoming in two weeks. There may be a poll I’ll run on social media to determine what artists or bands students would like to see at Homecoming this or next month.

Coffee with the CSA is Thursday the 16th. If somebody has printed election nomination packages, please bring them. If not, I will print some off. Ideally, it’ll be a time for students to get to ask us questions about the CSA in general or our roles in the elections, and give feedback.

Support I need is with Social Media. It eats up a lot of my time that I do not have these next few weeks so if anyone is able to create and post content that would take a lot off my plate. Coming up to promo is Bus Pass, Coffee with CSA, Gryph to Grad first year info sessions, Elections, Clubs General Meeting, Frosty Mug, Sexy Bingo. I’ve posted the best days to promo these events on the social media calendar. If anyone is able, I’ll put your name beside it and make sure the proper content is forwarded.

On a look to the future note, I’ve booked the entire UC Courtyard on Wednesday, April 8 with the intention of running a cool exam stressbuster. That’s the first week of exams and I know we were throwing out stressbuster ideas so it’s an option to have!

25.4.3. Vice President Academic

VPA: New year, new me! Just kidding, I’m still Lindsey, your VP Academic.

Time off: Given the extra half day I worked in December and this past weekend being at the training course, I will be away the Tuesday and Wednesday of reading week and possibly the Thursday morning.



Speaking of training, I am grateful that I was able to attend the MHFA as it was a very informative two days that will hopefully help me interacting with students. I'm also looking at a one-day training for quality improvement in programs. It's being held at the University of Guelph on January 27.

You'll see I've tentatively added "transition doc prep" and "lobby doc prep" in my calendar on a weekly basis. If you can try to avoid scheduling over these, I'd appreciate it, but I'm also willing to be flexible within reason. These are to keep me accountable for creating the documents due in April. Furthermore, in my calendar you will see my classes. The Monday/Wednesday one is potentially changing but the Tuesday/Thursday one is there. Any questions or concerns about my courses can be raised to me before I pay tuition on Friday.

This week, I'm working on SLEF Applications for Light Therapy, AitB displays, and wanted to discuss with you the potential of bringing MHFA to campus through SLEF. Also trying to focus my goals and committee meetings for the semester as we have 4 months left in our terms.

25.4.4. Vice President External

VPE: VPE to give verbal report.

25.5. Unfinished Business

25.5.1. SCI/CSA Awareness

Pres: As per our Core Staff meeting yesterday, I did receive our W20 fees; they are in line with what we were anticipating back when the budget was being approved. The fee letters came with the following message:

This payment reflects the monies collected based on the choices made by students before November 17, 2019 under the Student Choice directives. Those monies are currently being collected and will be paid in accordance with the normal processes.

As you are probably aware, a legal challenge was brought with respect to the Student Choice directives and a decision was issued on November 21, 2019 by the Divisional Court. The Divisional Court struck down the Student Choice directives, rendering them null and void. The provincial government is seeking leave to appeal the Divisional Court decision. Pending any legal outcome as a result of that appeal, the University will be in contact with student groups early in the new year to provide more information about how the University proposes to address the effects of the Divisional Court order and the collection of any outstanding student fees.

The Compulsory Fees Committee meets early next week for an SCI update.



25.5.2. Supervisory Duties

Pres: Only a few new hires that are to be ratified at the next Board meeting. At this time, we have a no major supervisory duties to highlight during this period, our hiring season will be coming up fast, I will prompt that more details about the process are shared during our next Core Staff meeting.

Beyond that, I also wanted to highlight in the minutes the goal I have set for this semester, to update permanent staff job descriptions. This will benefit the function of the office, as there will be more clarity around who the main contact is for tasks. I also see this as a benefit for future Executive, as they learn their roles, they will have a clearer connection to who can help them with corresponding tasks. There are three different states of the descriptions, one is very update to date, evaluation was completed for this, two that majority fit the role but there have been changes that need to be updated, and two that need to be

VPSE: I am striking a hiring committee for the SERM Coordinator at the upcoming Board meeting.

25.5.3. Exec Check In

Pres: I want to use this time to check in about the check ins. What have we done well, what can we improve on? To be discussed at later meeting – quick email on Friday. Also, placing here, will determine standing meeting time, when all classes have been scheduled.

25.6. New Business

25.6.1. Student Life Awards Banquet

VPA: Jenna reached out to me as the Student Experience department is changing the format of the annual Student Awards banquet. Typically, CSA Exec would attend an evening reception and the Teaching Excellence Award would be presented along with several other awards. The 2020 award recipients will now be brought together for a luncheon and the awards will not formally be presented, but there is the opportunity for photos and whatnot. The cost is \$25/person and Jenna is wondering if we will be attending.

VPSE: When is it?

VPA: Friday, March 27

25.6.2. Student Consultation – W20 Survey Topics

Pres: As per our goal setting meeting back in December, we had identified more that we wanted to increase the quantity and quality (?) of our student outreach and have identified social media as a simplified method of doing so. We did highlight that we wanted to hold a



meeting at the beginning of the W20 term to identify and roughly plan out what would be relevant to survey about. I know VPSE has included some topics already, if there are more that you are mindful of at this time, please share!

VPSE: Homecoming Poll, connect with services to see if they'd have any polls. See if any clubs would like consultation at Clubs General Meeting.

VPA: CSA Board representation (CAPCOM).

25.6.3. Homecoming Input

VPSE: I'm going headfirst into a bunch of Homecoming working group committee meetings the next three weeks and welcome any input regarding any changes or things you'd like to see. The changes include continuing with the "Gryphon Park" marketing campaign, but moving it over to the parking lots where we volunteered for O-Week, near the north residences and Cutten Fields. It'll be a "Block Party" type of event where tickets will be inexpensive and will include entrance to the block party, a band, a possible DJ, a beer garden, and games. My Entertainment working group will be discussing what entertainment (bands, DJs) will be a success. Sam from the UC has looked over what bands are available and within the universities budget, which include: Strumbellas, James Barker Band, The Beaches, Monster Truck, The Trews, Seaway, Valley. The activities working group will consist of looking into space planning, street closures, food service, games to play, giveaways, sponsorships, breakfast (beaver tails). If you have any feedback or anything you'd like to see, let me know. You're welcome to come join me at these meetings as I'm currently the only student representative at these working groups, and one of two students on the Internal Homecoming Committee (along with VPE).

Pres: Seeing your comment about very little student representation at Homecoming, would you see it being applicable to ask a Board member to join, this way we can further diversify the student experience being brought to the table?

VPSE: I will ask the Internal Homecoming Committee if they would like more representation. As for the working group committees, they all occur before the next Board meeting so I don't see it feasible to include Board members. However, most discussions will be turned into a poll for students in the next few months so we can get input that way.

25.6.4 Former Meal Exchange Office

Pres: An operational item, the Joint Health and Safety completed a safe walk through before we left for the break. The main item I wanted to raise here was the state of the Former Meal Exchange office, we have a deadline of January 31 to bring it to a tidier state. I'm looking for a team effort to complete the cleaning, I'm happy to pair up with another Exec to plan what should be done and then people give an hour or two throughout the next month to complete the tasking.



25.6.5 Year-End-Thank You

Pres: As we start into our last semester, I want to continue talking about the conversation we started back in December about different ways of saying thank-you. I wanted to get the ball rolling so we have a better idea of the work needed to prepare. Most current idea is a drop-in style thank-you at the Bullring that welcomes, all student, permanent and Bullring staff, Board members and volunteers, to say good-bye and thank you.

25.6.6 Executive Transition

Pres: Related to the elections is transition, I am placing a heavy focus on for this semester. There are weekly transition check-ins with the PTM and will involve more voices as we get a base line started. I am very open to hearing ideas of how you would like to see transition improved. I will be moving this to be a standing agenda item so that it is referred to.

VPA: Wondering if we can create a weekly or bi-weekly standing committee with the Policy & Transition Manager to discuss transition?

Pres: That is already in place, the first part of this is setting the baseline and then we will bring folks more into the conversation as we develop specifics.

25.6.7. Bus Pass Student Consultation

VPA: I'd like to do some things. I was thinking about the textbook broke idea to ask students how much they spend on textbooks. I made a little CSA bill where students can write how much they have spent and take it back to OACCTF.

VPSE: I will check and see if the UC has the digital board we can rent out.

25.6.8. Executive Discretionary Fund

VPA: Saw in the budget that this has \$3000 budgeted for the year, wondering what this has been spent on and what it can be spent on.

Pres: This is a one-off cost or can be spent on an event. Last year, it was spent on the VPA's office. I will return with information for us to make a more informed decision.

25.8. Adjournment:

Moved by: VPE

Seconded by: VPA

Motion Passed

Meeting adjourned at 1:45 pm

ACTION: Each service supervisor to reach out to their respective services to see if they have anything, they would like student consultation with.

ACTION: Email Check-In on Friday only.



Executive Update # 7

Dena Van de Coevering – President

Office: UC 248A

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csapresident@uoguelph.ca

January 15, 2020



Hello Directors!

Welcome back to campus, I hope the start of your Winter 2020 semester has gone well thus far. It has been a busy first week back for the CSA with bus pass distribution, preparing for this week's Board meeting, election season and soon enough, Executive transition!

As we continue to do our work as the undergraduate voice, we look to our mandate, which highlights; supports students to organize around issues they care about, including through clubs and campaigns; organizes events that make university life even more fun; creates rewarding employment and volunteer opportunities for students as a result of being a student-run organization.

The Executive have set our goals for the remainder of the term; I will be focusing on updating permanent staff job descriptions, improving Executive accountability systems, and as an Executive, we will be working to have more student engagement around different survey topics and Board appreciation.

Below is a general highlight of meetings but moving forward in the next few weeks, there will be a shift to focusing on PDR applications, election nominations, preparing for the AGM, and continuing to prepare for Executive transition.

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 14.3. – President.**

1. Committee meetings
 - Executive Committee
 - CSA Finance Committee, support from Business Manager
 - CRO Hiring Committee

2. Other Meetings
 - Core Staff meetings, touch base meeting with Executive and permanent staff
 - Student Executive Council
 - President's Council, Office Manager, Business Manager, Policy and Transition Manager, and Promotional Services; brief updates twice a week to ensure that there is cohesion between permanent staff and large-scale impact items of the organization while being time efficient
 - Promo check-ins, heavy focus on elections material
 - UC Digital Signage Review Committee, representing CSA to approve Digital signage

Executive Update # 7

Dena Van de Coevering – President

Office: UC 248A

519-824-4120 ext. 54408

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January 15, 2020



-
- Executive goal planning sessions; setting SMART goals for the remainder of our term
 - Executive Transition Planning, working with PTM on a weekly basis to develop a transition plan to support the incoming executive team. By identifying areas of improvement
3. Day-to-Day Life at CSA
- CSA Staff Festivus, a thank-you to our service staff for the work they continue to execute throughout the semester
 - Bus pass distribution, 1000s of students and 1000s of stickers, a lot of support from the entire CSA Core Staff team, and several CSA Services tabling at distribution too
 - Joint Health and Safety Committee's CSA Office and Clubs Hallway recommendations for improved workplace safety, being worked through
 - Promoting elections timeline change to committees, review of Candidate packages for General Elections
4. Student Choice Initiative Update
- Since our last Executive committee meeting, there was a change of meetings. Our meeting minutes refer to the Compulsory Fees Committee that was to discuss the university's decision regarding how to move forward with the Student Choice Initiative. Unfortunately, since our Executive meeting, the CFC meeting has been rescheduled to a date that will be determined.

If you have questions about the above or other CSA related questions, please ask!

Executive Update # 7

Claudia Idzik – VP Student Experience

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January 15, 2020

Hi everyone,

Hope everyone had a relaxing and restful holiday! I was in Winnipeg, so it was everything but. Not much to report on from the past, but a lot to report on for the future. So please check out all the important dates coming up!

#SOTW:

I Can Hardly Speak by Bombay Bicycle Club

Important Dates:

January 16: Coffee with your CSA, 3:30-5:30 pm, The Bullring

January 16 & 17: Clubs Days, 9:00 am-4:00 pm, UC Courtyard

January 20: Clubs Annual General Meeting, 5:30-7:30 pm, PCH

January 30: Sexy Bingo #4, 7:00-11:00 pm, Brass Taps

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 14.4. – Vice President Student Experience.**

Events:

Coffee with Your CSA

The Executives are having a lil' meet and greet! We will be handing out free coffee/tea vouchers at the Bullring and students can sit down and give us feedback, share concerns or ideas, and ask about our upcoming elections.

Sexy Bingo

Sexy Bingo #4 is Thursday, January 30. Same as always, Athena is hosting. Bring a team or come solo to win sex toys.

Gryph to Grad

If you are graduating, this is something that should be of interest to you! I am part of the Gryph to Grad committee, which deals with preparing final year students for their transition into the real world. We are having Final Year Info sessions on January 16. The first is 10:30 am, and the second is 5:30 pm, happening in UC 442. You will learn about how to apply for graduation, the last toast/lecture, and all about experience Guelph.



Services:

SafeWalk is hiring volunteers for this semester. They are an awesome team- find out more information on the CSA website.

The Clubs Office is hard at work with Clubs Days and Clubs General. PDR Applications are due January 21, so let your clubs know!

Committees:

The most prominent upcoming committee meetings include internal homecoming working groups, which look to plan for this September's homecoming events- including activities and potential entertainment (bands). If you have any feedback or want to join these meetings, let me know.

Ongoing Projects:

A few projects I'm looking to tackle this semester:

- Upgrading the currently named "Comfort Room" to a new look as prompted by feedback our Clubs Admin Coordinator has been getting. We will be renaming it to "Calm Space" and have applied to SLEF applications to rebrand it. Contact me if you have any ideas to best utilize this space or have any feedback.
- Creating the Menstrual Hygiene Initiative guide that provides accessible information of where individuals can find the tampon dispensaries and other information on the initiative.
- Bringing a large speaker or artist to campus!

Other:

- I have applied to two SLEF opportunities, one regarding the Calm Space, and the other regarding a potential speaker.
- Assisting with lots of AGM planning.



Executive Update # 7

Lindsey Fletcher – VP Academic

Office: UC 249

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January 13, 2020



Happy New Year!

I hope you all had a restful break and a great start to the semester! We are looking quite busy at the CSA as we enter the last four months in our term. If you'd like more information about specific projects/committees, please reach out! I'd be happy to meet with you to discuss it further. For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 14.5. – Vice President Academic.**

1. Acknowledgements / Highlights

- Bus Pass distribution is going well – shout out to all our distributors for amazing work!

2. Internal CSA

- Preparing for elections, hiring, AGM, SLEF applications, and upcoming events.
- **Elections**
 - If anyone has interest in or questions about VP Academic, please connect with me!
- **Student Help and Advocacy Centre**
 - We welcomed Krista Bentley as an Assistant Coordinator to work alongside our Coordinator, Maggy, and Assistant Coordinator, Sara.
 - Office hours and lawyer hours for the semester will be posted soon!

3. University Meetings/Committees

- **Senate, Board of Undergraduate Studies (BUGS), Priorities and Planning (SPPC)**
 - Next meetings: BUGS – January 16 / SPPC – January 22 / Senate – February 10
- **Open and Affordable Course Content Task Force**
 - During Bus Pass distribution, we promoted the #textbookbroke campaign, asking about course material costs and sharing the benefits of open education resources.
- **Nimbus Tutoring**
 - Met with Student Experience and Undergraduate Academic Information Centre regarding a potential new platform for connecting students with tutors.
 - Will be following up in February/March to discuss further.

4. Events/Conferences/Trainings

- **Mental Health First Aid**
 - Attended Mental Health First Aid (Adults who Interact with Youth) course on January 4 and 5 at Humber College. This two-day course provided great insight that will support my interactions with students.
 - The Student Executive Council is hoping to bring this training to campus for students – more information to come soon!

Executive Update # 7

Lindsey Fletcher – VP Academic

Office: UC 249

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January 13, 2020



- **Open Education Week**

- March 2-6, 2020 - International movement to raise awareness about open education resources and its impact on teaching and learning worldwide.
- The OACCTF will be planning an event during this week and I will update you with more information soon!

- **Teaching Excellence Award**

- Nominations for the Teaching Excellence Award will be accepted until February 28.
- If you know an amazing professor or sessional instructor, please nominate them!
- More information can be found at csaonline.ca/TEA or by contacting me.

5. Working with You!

- Want to work with me on a committee, event, or project? Let's chat! Feel free to send me an email with your availability and we can set up a meeting.
- If you have accessibility needs that are not currently met working with #yourCSA, please reach out to me or our PTM! We want to ensure you can participate to your fullest.

6. Personal Updates

- Slowly but surely submitting grad school applications
- 10 days till the Frosty Mug !!!
- 108 days left of me as #yourCSA VP Academic :)

Executive Update # 7

Horeen Hassan – VP External

Office: UC 250

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January 15, 2020



Hi friends!

Nice to see everyone after three weeks. I hope everyone had a restful holiday and you are excited to be back this semester. A few updates from last year: The Bike Centre hired a new Bike Centre Coordinator; CSA hosted an Ice Cream chillin' stress buster December 9; and CSA and CFS distributed exam study kits (paper bags with fruit, juice boxes, snacks, buttons, highlighters, etc.) on December 10. This past week has been busy with bus pass distribution; it might be the last one ever since Guelph Transit is going digital! All CSA Execs attended and helped out at the vigil for Ghanimat and Milad (PhD students killed in the Iran plane crash) this past Friday.

For your reference, my job, duties, and responsibilities can be found in our Policy Manual, **Appendix A, Section 14.6. – Vice President External.**

EXTERNAL AFFAIRS AND COMMITTEES

- **Guelph Wellington Coalition for Social Justice (GWCSJ)** – Last meeting took place December 10; next meeting is scheduled for January 14. The group has been working through setting priorities for the year, with the greatest priority being environmental action and addressing climate change.
- **Green New Deal (GND) Planning Committee** – Meetings have been taking place regularly, and we have also met twice over the winter holidays. The group has met with Lloyd Longfield with the aim of addressing climate change and supporting a Green New Deal.
- **Wellington Water Waters** – Met with Wellington Water Watchers to talk about collaboration, goals for the semester, and Water is a Human Right and the TapIN! Campaign.
- **Guelph District Labour Council** – Last meeting took place on January 9.

LOCAL AFFAIRS AND COMMITTEES

- **Parking Services** – VP Student Experience and I attended a meeting with Parking Services on November 29 to go over the grievance letter. We stressed the need for student consultation before making such drastic changes to services. There will be a **Parking Town Hall on January 20 from 1 pm to 3 pm in Peter Clark Hall.**
- **Parking Appeals Committee** – The first Parking Appeals Committee took place on January 9. This meeting consisted of representatives from different organizations and groups across campus, but very little to no student voices. This first meeting was used to solicit feedback on the parking changes. Most folks around the table agreed that the new parking changes were unfair to students.
- **CSA/GSA Transit Committee** – Last Transit Committee meeting took place December 5.

Executive Update # 7

Horeen Hassan – VP External

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January 15, 2020



CAMPAIGNS

- **We The Students** – Campaign demands more grants not loans, the elimination of tuition fees for all students, increased public funding for public education, protection of students' independent voices, and the right to organize.
- **United for Equity** – I see a greater need to campaign around equity issues and address some of the ways that oppression manifests on our campus.
- **Fairness for International Students** – I've been in conversation with International Students about some of the concerns they have regarding their Post-Secondary Experience at Guelph. Students have met with University admin to start the conversations. A meeting will be taking place soon to debrief conversations with admin and find out where to go from there.
- **No Islamophobia** – The Muslim Student Association (MSA) will be tabling throughout the semester to engage students and start conversations around islamophobia.
- **Reconciliation** – A campaign around reconciliation efforts and indigenous language classes.
- **Fossil Free Guelph (FFG)** – I've been consistently attending FFG meetings. Divest Fest was a success with a large turnout.
- **TapIn/Water is a Human Right** – There is a lot of interest in the TapIn! Campaign, and a need to address other water issues impacting communities. I've met with Wellington Water Watchers about collaboration and student engagement.

POLITICAL ENGAGEMENT

- **OSSTF Solidarity** – The Ontario Secondary School Teachers Federation (OSSTF) has been hosting one day strikes against the changes to public education. Local high schools have been consistently picketing every Wednesday from 4 pm to 5pm.
- **CFS Legal Challenge** – The Ontario government put in an application for an appeal of the Divisional Court's decision; however, SCI is still deemed unlawful and an appeal may or may not be granted.

CANADIAN FEDERATION OF STUDENTS (CFS)/LOCAL 54 REPRESENTATION

Good evening CSA Board Members,

I'm here today to tell you a little about the SafeWalk program here at the University of Guelph. Safewalk is a volunteer-led program that operates from 7:30 pm to 2:30 am, seven days a week during the term periods. (Of the about 20 SafeWalk services in Ontario examined in 2017, these were the most extensive operational hours of any service!).

The program was created in 1991 to serve the community and has done so since by providing accompaniment to clients during our hours of operation, in addition to conducting scheduled patrols across campus grounds and library checks. Our clients include peers, faculty, staff and visitors to the University. Our service is free and will continue to be so for our clients, which is thanks to consistent funding from CSA revenues.

Since I began as Program Coordinator in 2018, I have seen great improvements within the program. Our shifts run optimally with 56 volunteers (28 volunteers per week). Our volunteer base in W19 has grown into 56 from the 43 volunteers retained during the W18 year. Hiring a large amount of quality applicants and further retaining them has been done through poster runs, class talks, and word of mouth. Retention is ensured by using surveys to collect feedback at the end of each semester, and holding one large, but often an additional smaller appreciation event complete with food and prizes for volunteers. The funds received from the Central Student Association allow us to ensure we are keeping our volunteers satisfied both on and after shift.

We have also implemented different strategies within the last two semesters to retain volunteers and ensure outreach on campus. For one, SafeWalk has continued to utilize a Senior Volunteer Committee composed of three senior volunteers to act as a conduit between the volunteer base and the program executive. We have also placed a poster on each emergency pole on campus reminding students that they may use the emergency poles to contact a SafeWalk team. Moreover, we are in the process of the acquisition of a golf cart, to enhance accessibility and visibility of the service on campus. Such initiatives would be impossible without the knowledge and resources provided by the Central Student Association. With the support of the Central Student Association, we look onward into the next decade with the hope of expanding awareness and accessibility of the service to ensure we provide excellent service to our clients and continue to aid in keeping the University a safe place.

To contact SafeWalk, you can call 519 824-4120 x 53200; use an emergency pole and ask Campus Community Police dispatch for a SafeWalk, or approach one of our SafeWalk team's walking around campus at night. SafeWalk is also currently recruiting for the service, with applications due January 20 if you're aware of any students interested in volunteering with us.

Respectfully submitted,

Bailey Cripps, SafeWalk Program Coordinator

Motion

Board of Directors Meeting # 8
January 15, 2020



**Item 8.10.1.
Appoint Hiring Committees (Various)**

WHEREAS the CSA will soon begin its hiring process for the 2020-2021 term; and

WHEREAS one CSA Board Member is required to participate on each Hiring Committee;

MOTION: To appoint a Hiring Committee for the following positions and to name a Board Member to each Hiring Committee, as follows:

Position	Board Member
Clubs Administrative Coordinator	
Clubs Programming Coordinator	
SafeWalk Coordinator	
Student Event & Risk Management Coordinator (SE&RM)	
Student Help and Advocacy Centre Coordinator (SHAC)	

Moved:

Seconded:

Motion

Board of Directors Meeting # 8
January 15, 2020



Item 8.10.2.

Appoint Hiring Committee – Policy & Transition Manager

WHEREAS the PTM has submitted a resignation, effective February 28, 2020;

WHEREAS the CSA recognizes the need to fill the position of PTM;

WHEREAS a Hiring Committee including one CSA Board Member, one CSA Executive Member and one CSA staff member, is required;

MOTION: To appoint a Hiring Committee for the position of Policy & Transition Manager;

RESOLVED that [*one Board Member*] be appointed to this Hiring Committee.

Moved:

Seconded:

Report

Board of Directors Meeting # 8

January 15, 2020



Item 8.10.3.

Hiring Committee Report – Bike Centre Coordinator

Hiring Committee Membership

Horeen Hassan, VP External (Chair)

Briana Green-Ince, Board Member

Dustin Brown, Bike Centre Coordinator (current)

Job application posted: November 4, 2019

Job application closed: November 20, 2019

Hiring Committee Pre-Meeting: November 22, 2019

Number of applications received: 2

Number of applicants interviewed: 2

Interviews conducted: November 29, 2019

Successful candidate: Owen Marshall Young

Start date: January 6, 2020 (training in December)

MOTION: That the hiring of **Owen Marshall Young** as **Bike Centre Coordinator** be ratified for Winter 2020, as recommended by the Hiring Committee.

Moved: Horeen Hassan, VP External

Seconded: Briana Green-Ince

Report

Board of Directors Meeting # 8

January 15, 2020



Item 8.10.4.

Hiring Committee Report – Chief Returning Officer

Hiring Committee Membership

Dena Van de Coevering, President

Sumana Gupta, Board Member

Earl Evans, Policy & Transition Manager

Job application posted: November 20, 2019

Job application closed: December 4, 2019

Hiring Committee Pre-Meeting: December 4, 2019

Number of applications received: 7

Number of applicants interviewed: 4

Interviews conducted: December 5 and 6, 2019

Successful candidate: Patrick MacCarthy

Start date: January 6, 2020 (training in December)

MOTION: That the hiring of **Patrick MacCarthy** as **Chief Returning Officer** for the remainder of the 2019-2020 term, be ratified as recommended by the Hiring Committee.

Moved: Dena Van de Coevering, President

Seconded: Sumana Gupta

Motion

Board of Directors Meeting # 8
January 15, 2020



**Item 8.10.5.
Vacant Positions on CSA Committees**

1) Finance Committee

WHEREAS CSA Policy Appendix A, Section 2.4, provides the Terms of Reference for the CSA Finance Committee;

WHEREAS these Terms of Reference state that the Finance Committee will consist of six members including three Board Members; and

WHEREAS a vacancy exists on this Committee due to the recent de-ratification of a Board Member;

MOTION: To fill the vacancy in the membership of the Finance Committee and to fulfill the Terms of Reference;

RESOLVED that the following CSA Board Member be appointed to the Finance Committee for the 2019-2020 term:

-

Moved:

Seconded:

2) Petitions, Delegations and Representations (PDR)

WHEREAS CSA Policy Appendix A, Section 2.5, provides the Terms of Reference for the CSA Petitions, Delegations and Representations (PDR) Committee;

WHEREAS these Terms of Reference state that the PDR Committee will consist of a maximum of six members including one Student Organization representative; and

WHEREAS a vacancy exists on this Committee due to the recent de-ratification of a Board Member;

MOTION: To fill the vacancy in the membership of the Petitions, Delegations and Representations Committee and to fulfill the Terms of Reference;

RESOLVED that the following **Student Organization representative** on the CSA Board be appointed to the PDR Committee for the 2019-2020 term:

-

Moved:

Seconded:

MINUTES

Clubs Tribunal Meeting #1

Wednesday, December 4, 2019 – 12:00 pm

Attendance: VP Student Experience, Clubs Admin Coordinator, Sumana Gupta, Jessica Krawitz

1.0 Clubs Fall 2019 Accreditation

- 123 Clubs to Accredit
- 14 new clubs to accredit this semester
- Flags that were raised during accreditation included similarities between JAYU, Council for Human Rights and Social Justice, Experimental Artist Collective
 - They all met together to discuss how they were different, and the Clubs Administrative Coordinator looked through the policies to ensure differences between all clubs
- Exercise is Medicine had a large graduate student population
- Guelph Students for Environmental Change had a minimal budget report
 - Clubs Admin Coordinator looking into doing financial workshops so clubs know how to record what they are spending and how to keep track of finances
- Debating Society was not accredited as their financial report was not detailed, and when followed up to submit a more detailed
- List of all clubs accredited are attached

Motion: To approve the 123 Central Student Association Clubs for the Fall 2019 Semester.

Moved: Sumana **Seconded:** Jessica
Motion passed

1.1. List of Clubs Accredited

Aboriginal Student Association (ASA)

AIESEC

Art of Living Guelph (AOLG)

Bangladeshi Students' Association (UGBSA)

Best Buddies

Cam's Kids

Canadian Asian Students Society

Canadian Association for Research in Regenerative Medicine @ Guelph
(CARRM@Guelph)

Cannabis Growers Club (CGC)

Caribbean Cultural Club (CCC)

CAROUSEL

Christian Orthodox Campus Association (Prev. OCSA)

Circolo Italiano

College Royal Society

Council for Human Rights and Social Justice (CHRSJ)



Curtain Call Productions (CCP)
Doctors for Doctors UofG (DFD)
Engineers Without Borders (EWB)
Exercise is Medicine Canada @ Guelph (EIM @ Guelph)
Egypt Friendship Club (EFC)
Fantasy Literature Anime Sci-fi and Horror Club (FLASH Club)
FeelGood Guelph
Frontier College - Guelph Students for Literacy (FC)
Future Dentists and Optometrists of Guelph (FDOG)
Future Vets Club (FVC)
Games Club
Generation Screwed Guelph (GS Guelph)
Global Medical Brigades Guelph
Global Youth Network
Gryphon Gaming (Previously Guelph's Electronic Gaming Organization)
Guelph Agri-Food Network (GAN)
Guelph Asian Christian Fellowship (GACF)
Guelph Black Professionals (GBP)
Guelph Campus Atheists
Guelph Campus Conservatives (GCC)
Guelph Creative Collective (GCC)
Guelph for Camp Ooch for Children with Cancer (Guelph for Ooch)
Guelph GlobalMedic (GlobalMedic)
Guelph Health Promotion Club
Guelph Hillel
Guelph Iranian Student Association (GISA)
Guelph Mature Student Association (GMSA)
Guelph Palestinian Association (GPA)
Guelph Pre-Med Club (PMC)
Guelph Pre-Osteopathic Medicine Society
Guelph Students for Environmental Change (GSEC)
Guelph Students for Sensible Drug Policy (GSSDP)
Guelph Students for Sensible Drug Policy (GSSDP)
Guelph Synthetic Biology Club (Guelph SynBio)
Guelph Young New Democrats (GYNDP)
Habitat for Humanity
Hands of Latin America (HOLA)
Health Occupations of Students America (HOSA)
Her Campus
Hong Kong Student Radio Association (HKSRA)
Indian Students Association (ISA)
InterCP Campus
InterVarsity Undergraduate at Guelph (InterVarsity)
Ismaili Muslim Students Association (IMSA)
Jack.org Guelph
JAYU x Guelph (JAYU)



Jugglers Of the University of Guelph (JOUG)
Korean Students Association
Life Choice
Me to We UofG
MealCare: University of Guelph (MC Guelph)
MEDLIFE University of Guelph
Microwave Radiation Awareness
Mobile Development & Entrepreneurship Club (MDEC)
Model United Nations (Model UN)
Motion Picture Society (MPS)
Muslim Students' Association (MSA)
my world, my choice! (MWMC) (Prev. my world, my choice! Ontario)
Obesity Canada's Students and New Professionals - Guelph Chapter (OC-SNP Guelph)
Off Campus University Students (OCUS)
Outdoors Club
Oxfam at Guelph
Parks Education and Adventure Club (PEAC)
Parkview Student Group
Pen Pals to Prisoners
Plant-Based @ Guelph (PB@G)
Power to Change (P2C)
Pre-Law Society
Rotaract Club of Guelph
Sanctuary Outreach Student Chapter (SOS Chapter)
Service Dog Society (SDS)
Sign Club
Sikh Students Association (SSA)
Spoon University Guelph Chapter (Spoon Guelph)
Stem Cells for Life (Previously Get Swabbed!)
STEM Fellowship Guelph (SF Guelph)
Students Facing Noma (SFN)
Students Offering Support
Students Supporting the University Health Network (SSUHN)
Students Supporting the University Health Network (SSUHN)
Tamil Students' Association of Guelph (TSAG)
TEDxGuelphU
Tetra Society of North America
The Latin Dance Club (LDC) (Prev. University of Guelph Latin Dance Club)
The Methodists
The Student Initiative for Mental Health Education (SIMHE)
The Theoretical Physics Club (TPC)
The University of Guelph Experimental Artists' Collective (UGEAC)
Trivia Club
Ukrainian Club (UofGUKies)
Universities Fighting World Hunger
University Catholic Community (UCC)



University of Guelph Animal Interest Network (UGAIN)
University of Guelph Brain Waves (Brain Waves)
University of Guelph Campus Greens (Previously Greens at UoG)
University of Guelph Chinese Students and Scholars Association (UGCSSA)
University of Guelph Crafting for a Cure (UofG CFAC)
University of Guelph Diversity and Culture Club (DCC)
University of Guelph Filipino Student Association (UGFSA)
University of Guelph Improv Club (UGI)
University of Guelph Jazz Society
University of Guelph Photography Club (UofG Photography Club)
University of Guelph Pituitary and Neuroendocrinology Club (GPNC)
University of Guelph Relay for Life (RFL)
University of Guelph Young Liberals (UGYL)
V-Day Guelph (The Vagina Monologues)
VIDA (Volunteers for Intercultural Definitive Adventures)
Zero Waste UofG (ZWUofG)

1.3. Adjournment

Meeting adjourned at 12:21 pm



Motion

Board of Directors Meeting # 8

January 15, 2020



Item 8.10.7.

Finance Committee Recommendation – Salary and Wage

WHEREAS the CSA Finance Committee has reviewed the salary and wage recommendations for 2020-2021 and recommends Board approval;

WHEREAS the salaries of the CSA Executive Officers were reduced due to the Student Choice Initiative (SCI); and

WHEREAS the CSA student fee revenue has been greater than anticipated;

MOTION: To approve the Salary and Wage Recommendations for 2020-2021 as presented;

RESOLVED that the 2019-2020 salary of the CSA Executive Officers be increased to pre-SCI levels.

Moved:

Seconded:

See Appendix B of Finance Committee Report – December 12, 2019

Finance Committee Meeting #2 Minutes – December 12, 2019

Present: Lolia Shallouf, Blakeney Smith, Business Manager Lee Anne Clarke, VP Student Experience Claudia Idzik, President Dena Van de Coevering

- Committee reviewed agenda, no new items added

1. Review of Meeting #1 Report

Finance Committee Report #1 was reviewed by the committee and deemed ready to be presented to the Board of Directors. Please view Appendix A for Finance Committee Report 1.

2. Wage Recommendations

Discussion and Review

Committee discussed and reviewed wages for 2020-2021 and recommended Executive W'20 adjustment.

Executive members Claudia Idzik and Dena Van de Coevering left meeting before discussion began. Business Manager prepared and presented the Salary & Wage Recommendations chart, Finance Committee reviewed chart.

Please review Appendix B for Salary & Wage Recommendations chart. The chart includes the detail of the proposed wage increases for 2020-2021 Contract Student Staff, FoodBank Coordinator and recommended W'20 adjustment to Executive Staff.

Bullring Wage Update

The committee also reviewed Bullring staff wages, with an increase to the entry wage.

Motion to Approve

Motion to approve all wage recommendations as presented in the Salary & Wage Recommendations.

Moved by: Lolia Shallouf Seconded by: Blakeney Smith

Motion to be presented to the Board of Directors on January 15, 2020.

3. Admin Budget – Advertising and Promotion

President presented to the Finance Committee the request to increase \$2000 to the Administration budget Advertising & Promotions line. This past term there has been a high importance placed on increasing CSA Awareness on campus and among our students, due to the Student Choice Initiative, and additionally, there is always value in increasing student awareness of the CSA. With this increased sense of need for awareness, the CSA invested in

longer term products for our promotional needs, which is in part why the budget has been exhausted just over part way through the fiscal year. There is still an identified need to have on going promotional awareness on campus, which is why there was a request for an additional \$2000 to the promotions line.

Motion to approve an additional \$2000 to the Administration budget for the Advertising & Promotions line.

Moved by: Lolia Shallouf Seconded by: Blakeney Smith

Motion meets the standard for the Finance Committee to approve this increase; therefore, Board of Directors approval is not required.

4. Entertainment Surplus – Potential Speaker

The CSA has an exciting opportunity to invite a well-known speaker to campus, the reserve for the Entertainment Media Fee is a wealth of funding that would be an important benefit for keeping costs to our students low. However, we are recognizing that there is no formal body or committee to confirm that use of the reserve for one event. It has been identified that the Finance Committee can be a valuable resource for the use of the reserve, as the situation is very time sensitive. The committee has concluded that it would be appropriate to use a large portion of the reserve to support the execution of the event. More information will become available as details are confirmed.

Meeting adjourned

Report Prepared by: D. Van de Coevering

Appendix A

Finance Committee Report #1

Presented to Finance Committee on December 12, 2019

The first financial committee meeting of Fall 2019 reviewed the Terms of Reference and Financial By-Laws; general timeline and list of responsibilities for the year, general budget overview (CSA, entertainment, restricted and portfolio), audited statements for year ending April 30, 2019, financial update, semi-annual budget report review and the recommendation to the board for the CSA Office renovation.

Audited statements and semi-annual budget report were presented to the Board of Directors on November 27, 2019.

Accumulated Surplus

Unrestricted Net Assets have Internal Commitments that have been pre-approved by past boards or are required by bylaw to hold. These items focus on CSA Operating Contingency, a holdback of expenses over revenue, business office accounting software update and retirement benefits. This has the remaining amount of \$95,622 available for new initiatives in 2019-2020. After including the Board of Directors approved front office renovations, there is now a current balance of \$60,172 in the accumulated surplus.

Financial Update

Student Fees Receipts; as of October 31, 2019, the CSA has received \$23,000 more of projected student fees, which would typically only be 49% of its anticipated fees have been received. The Entertainment fee has collected \$9294.05 above budget projections at this time.

Bullring Update; as of October 31, Bullring had a gross margin of \$304,281.62, which is approximately \$60,000 greater than last year to date.

Financial Position as of October 31, 2019: After accounting for internal commitments and the addition of a third SHAC Coordinator (approved by the Board in Winter 2019), there is a total of \$116,270.47 of available funds. Considering general operating costs of \$20,648.47, which leads to the remaining total available for new initiatives of one-time cost, amount can be found in *Accumulated Surplus*.

Finance Committee Recommendation – Front Office Renovation

Front Office Renovation was recommended by the Financial Committee and then approved by the Board of Directors on November 27, with the recommendation to make cosmetic changes to the initial plan. This project costs \$35,450, to be used from the accumulated surplus, leaving the remaining total of \$60,172 in the surplus. More information is available in letter and project plan presented to the Board on November 27, 2019.

Recommendation 1: Front office renovation to update and redesign the office to reflect the branding and promotional scheme of the CSA.

Appendix B

Central Student Association Salary & Wage Recommendations						
For the 2020-2021 Fiscal Year and W'20 Wage Adjustment for Executive Members						
<i>Consumer Price Index applied to 2018-19 fiscal year: 1.7%</i>						
<i>Consumer Price Index applied to 2019-20 fiscal year: 2.35%</i>						
	Additional Detail	2018-19	Increase	2019-20	Increase	2020-2021
Temporary Help - Minimum Wage	Cash payment	\$ 14.00	0.00%	\$ 14.00	0.00%	\$ 14.00
Contract Student Staff	PT - max 15 hrs/week	\$ 15.35	0.00%	\$ 15.35	4.25%	\$ 16.00
FoodBank Coordinator	FT - 35 hrs/week	\$ 34,000.00	1.70%	\$ 34,500.00	2.35%	\$ 35,300.00
Permanent/Renewable Staff	COLA applied every year	Varied		Varied		\$ -
Executive Staff	Full time, min 37 hours	\$ 34,612.00	-4.78%	\$ 33,033.00	9.00%	\$ 36,000.00
Recommended W'20 adjustment for Executive Members						
Pre SCI		\$ 34,612.00	1.70%	\$ 35,200.40	2.35%	\$ 36,000.00
Less Summer 20% reduction/12 weeks				-\$ 1,895.00		
				\$ 33,305.40		
Current Salary, with S'19 reduction				\$ 30,365.00		
Net Difference				\$ 2,940.40	x 4	\$ 11,761.60
				\$ 33,305.40		
<i>Recommended forward by the Finance Committee on December 12, 2019</i>						
<i>Submitted to the Board of Directors on January 15, 2020</i>						

Motion

Board of Directors Meeting # 8
January 15, 2020



NOTICE

Item 8.11.2.

Amend Bylaw 2: Electoral re. Referendum Questions

WHEREAS Policy Appendix G: CSA Electoral was amended on April 3, 2019 so that referendum questions may take place during the “Elections period” rather than only during the “General Elections period”, as previously stated;

WHEREAS the related bylaw should reflect the same wording as the policy;

MOTION: That **Bylaw 2: Electoral, Clause 3.1**, be amended to delete references to the Fall semester so that it now read as follows:

- 3.1. Referendum questions may be accepted by the CSA Elections Office between the first day and the last day of classes in the semester prior to the election period.

Moved:

Seconded:

Previous Wording:

- 3.1. Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.